Section 3-06 - Security

• 3-06-010 Security of Personal Property

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for maintaining security of personal property brought into the secured areas of the facility.

SCOPE OF ORDER:

This order shall apply to all persons working, volunteering, or touring the secured areas of Pitchess Detention Center (PDC), North Facility.

ORDER:

All visitors and personnel are subject to a contraband inspection of all property bags/containers prior to entry into the secured areas of the facility. All bags shall be constructed of a clear material and be free of any stickers/graphics that may obstruct the transparent view of the contents in the bag. Visitors and personnel are encouraged to bring a minimum amount of personal property with them into the facility. [REDACTED TEXT]

“Inside security” shall be defined as any module, inmate processing, or laundry and utility areas.

Sergeants shall monitor the work stations of all employees and conduct random bag checks to ensure compliance with this order. Searches of vendors and their vehicle/contents upon entering or exiting any secured area of the facility shall be the responsibility of rangers 6 and 7. All searches of vendors and their vehicles shall be reported to the watch deputy and documented in the Facility Daily Activity Log.

It is the responsibility of custody personnel assigned to an area where vendors, workmen, or Facilities Services Bureau personnel have worked, made repairs, etc., to check that tools and/or supplies have not been left behind. Any discrepancies shall be reported immediately to the watch commander.

[REDACTED TEXT]

• 3-06-020 Module Security

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the security of all doors within the modules.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

It shall be the responsibility of module personnel to ensure all module doors are kept locked and secured at all times when not in use. At no time shall any doors in the module be left propped open or unsecured. Exceptions to this shall be the dorm yard doors during yard, the E-Row cell doors during showers, and the medical/dental offices when they are in use by medical personnel.

The main sally port doors inside of the module shall be kept locked and secured except as necessary to permit entry or exit by authorized personnel. Sally port doors shall not be opened at the same time, only during exigent circumstances and only at the direction of a supervisor.

The module control officer (MCO) shall be responsible for ensuring that all doors within the module display a green secured light on the panel located within the module control office. If any doors show a red light indicating they are unsecured, the MCO shall dispatch a module ranger to respond to that location and investigate the reason the door is unsecured. The rangers shall be responsible for securing the door.

The dormitory control office (DCO) door shall be kept locked and secured except as necessary to permit entry or exit by authorized personnel.

The module's storage room shall remain locked and secured at all times. These storage rooms shall only be opened under the direct supervision of facility personnel. Module inmate workers shall never be unsupervised within the storage rooms.

In the event of a malfunctioning door, module personnel shall immediately complete a maintenance request and notify a supervisor. Maintenance requests shall continue to be submitted on each shift until the repair is completed. After business hours and on weekends, emergency repairs shall be requested from desk personnel at Twin Towers Correctional Facility. All emergency repairs shall be reported immediately to a supervisor and logged in the e-UDAL and facility Daily Activity Log.

• 3-06-030 Vehicle/Pedestrian Sally Ports

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the vehicle and pedestrian sally ports.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The watch deputy shall be responsible for operating the vehicle and pedestrian sally port gates. Only one gate shall be opened at a time unless given watch commander's approval.

• 3-06-040 Key Control Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the handling of facility keys.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The operations lieutenant shall be responsible for all facility keys. The watch commander shall be responsible for the security of the keys stored in the watch commander's key safe. The watch sergeant shall be responsible for the security of the keys stored in the watch sergeant's key cabinet, main control, and the armory.

DAILY INVENTORY

At the beginning of each shift, desk personnel shall inventory the two key-lockers and all keys listed on the PDC-North Facility key inventory control log kept at main control. Except when keys are being issued or returned, the key locker at main control shall remain locked and the locker key shall be secured by desk personnel. Desk personnel shall only issue facility keys to personnel respective to their assigned positions. Any exceptions to this procedure shall require watch commander approval.

All personnel shall return their issued shift keys to their relieving officer, or to the officer responsible for key inventory control, prior to leaving the facility for any reason. Until such relief is accomplished, all personnel assigned keys shall retain total responsibility for them. Shift duty keys shall not be taken off facility property.

Issued or assigned keys which are reported missing shall be immediately reported to the watch sergeant.

[REDACTED TEXT]

[REDACTED TEXT]

• 3-06-060 Tool Security and Tracking

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for maintaining tool security and to identify those responsible for the issuance and retrieval of tools and secured utensils.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The utility officer, maintenance officer, and ranger 5 are responsible for confirming the presence of all tools (e.g. shovels, hoes, and picks) listed on the tool inventory lists at the beginning of each shift.

Any officer/deputy issuing tools from the tool inventory shall sign out each tool using the provided checkout list. Inmates issued tools shall not use tools without proper supervision by custody personnel. Before leaving the facility at their end of shift, the officer/deputy issuing the tools shall retrieve and sign in the tools that he/she issued.

Any officers/deputies issuing tools, other than the positions mentioned above, shall notify the watch sergeant of the reason for the issuance of tools.

The maintenance officer shall be responsible for conducting a tool control inventory audit every six months. The inventory audit shall be approved and maintained by the maintenance/special projects supervising line deputy. Any tools added to the existing inventory shall have the approval of the unit commander.

The watch sergeant and watch commander shall be notified immediately when any tools are identified as missing/unaccounted for. At their discretion, the facility may be placed on a modified or full lockdown.